6 March 1979

<u>Classification Review Procedure</u>   <u>CRP 79-17</u>

<u>Changes to or Deletion of Records in the DARE System</u>

I.   The DARE system programming permits changes to or deletion of records previously entered into the system.

A.   <u>To change a record now in the system</u>, complete the following steps: (EXAMPLE 1)

1.   Check "change" in the upper righthand corner of form 4023A.

2.   Enter in the appropriate boxes the job, box, folder, and document numbers of the record now in the system that is to be changed.

3.   Enter your employee number in the "reviewer" field and the date of the change in the "review date" field.

4.   Enter in the appropriate box only the new information necessary to make the desired change, leaving <u>all</u> <u>other</u> <u>fields</u> <u>blank</u>.

B.   <u>To change a review classification</u>, a slight modification to A above is necessary: (EXAMPLE 2)

1.   Follow the basic steps 1, 2, and 3 above.

2.   As specified in step 4 above, fill in the new classification constituting the change, <u>but</u> complete the "retention justification" field and "next review date" field as well, even if the old information is correct. NOTE: Changes in the classification of records already in the system will not be made without prior consultation with and approval of the appropriate branch chief.

3.   If the document is being changed to the "Z" category, fill in the name of the agency or agencies that must review the document.

C. <u>To change a job, box, folder, or document number</u>, complete the following steps: (EXAMPLE 3)

    1. Delete the existing record, a prerequisite for making this type of change. (See D below.)

    2. Complete a new form 4023A, being sure to include all entries required for any new action, and enter it into the system.

D. <u>To delete a record from the system in its entirety:</u>

    1. Check the "delete" box on form 4023A.

    2. Enter only the job, box, folder, and document numbers of the record to be deleted.

II. The above instructions involve the use of only three of the four action boxes on form 4023A -- "new", "change", and "delete." The "re-review" box will be used after 1987 when records are recalled for re-review.

STATINTL

Chief,
Classification Review Group

| [X] UNCLASSIFIED | [ ] CONFIDENTIAL | DECLASSIFICATION WORKSHEET | | [ ] SECRET | |

PROJECT NUMBER	REVIEW DATE DD MM YY	REVIEWER	RECORDS GROUP	ENTRY	[ ] NEW [X] CHANGE (GENERAL) [ ] RE-REVIEW [ ] DELETE
STAT -	05 03 79				

JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NUMBER	/////	CREATION DATE D D M M Y Y	ORIGINATING COMPONENT
78T03688R	0016	001	030			202

EXAMPLE 1

DOCUMENT IDENTIFICATION NUMBER	OPI	TYPE DOCUMENT	ORIGINAL CLASSIFICATION	NO. PAGES

DOCUMENT TITLE

REVIEW CLASSIFICATION	RETENTION JUSTIFICATION	NEXT REVIEW DATE YY	REVIEW COORDINATION

(10-50-51)

FORM 2-78 **4023A** USE PREV. EDS.

| [ ] SECRET | [ ] CONFIDENTIAL | [X] UNCLASSIFIED |

[X] UNCLASSIFIED	[ ] CONFIDENTIAL	DECLASSIFICATION WORKSHEET		[ ] SECRET

PROJECT NUMBER	REVIEW DATE DD MM YY	REVIEWER	RECORDS GROUP	ENTRY	[ ] NEW [X] CHANGE (GENERAL) [ ] RE-REVIEW [ ] DELETE
STAT -	05 03 79				

JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NUMBER	/////	CREATION DATE D D M M Y Y	ORIGINATING COMPONENT
78T03688R	001	7005	010			

EXAMPLE 2

DOCUMENT IDENTIFICATION NUMBER	OPI	TYPE DOCUMENT	ORIGINAL CLASSIFICATION	NO. PAGES

DOCUMENT TITLE

REVIEW CLASSIFICATION	RETENTION JUSTIFICATION	NEXT REVIEW DATE YY	REVIEW COORDINATION
Z	22	10	STATE

☒ UNCLASSIFIED	☐ CONFIDENTIAL	DECLASSIFICATION WORKSHEET			☐ SECRET

PROJECT NUMBER	REVIEW DATE DD MM YY	REVIEWER	RECORDS GROUP	ENTRY	☐ NEW ☐ CHANGE (GENERAL) ☐ RE-REVIEW ☒ DELETE
STAT -	05 03 79				

JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NUMBER	▨	CREATION DATE D D M M Y Y	ORIGINATING COMPONENT
78T03688R	001	7	006011			

EXAMPLE 3
STEP 1

DOCUMENT IDENTIFICATION NUMBER	OPI	TYPE DOCUMENT	ORIGINAL CLASSIFICATION	NO. PAGES

DOCUMENT TITLE

REVIEW CLASSIFICATION	RETENTION JUSTIFICATION	NEXT REVIEW DATE YY	REVIEW COORDINATION

FORM 2-78 **4023A** USE PREV. EDS.

☐ SECRET

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(10-50-51)

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PROJECT NUMBER	REVIEW DATE DD MM YY	REVIEWER	RECORDS GROUP	ENTRY	☒ NEW ☐ CHANGE (GENERAL) ☐ RE-REVIEW ☐ DELETE
STAT -	05 03 79				

JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NUMBER		CREATION DATE D D M M Y Y	ORIGINATING COMPONENT
78T0368R	001	7005	011	/////	16 05 54	202

EXAMPLE 3
STEP 2

DOCUMENT IDENTIFICATION NUMBER	OPI	TYPE DOCUMENT	ORIGINAL CLASSIFICATION	NO. PAGES
NO. 345	2030		S	0016

DOCUMENT TITLE
AD HOC IAC COMMITTEE (WATCH) (MINUTES MEETING 16 MAY 54)

REVIEW CLASSIFICATION	RETENTION JUSTIFICATION	NEXT REVIEW DATE YY	REVIEW COORDINATION
C	22	10	

FORM 2-78 4023A USE PREV. EDS.

(10-50-51)

☐ SECRET   ☐ CONFIDENTIAL   ☒ UNCLASSIFIED